

LIST OF DOCUMENTS COMMONLY REQUIRED FOR INITIAL CLOSING

- ☐ LIST OF PERSONS AT CLOSING
- ☐ CERTIFICATE OF INCUMBENCY
- ☐ A) ARTICLES OF INCORPORATION
- ☐ B) BY-LAWS
- ☐ C) CORPORATE RESOLUTIONS
- ☐ D) GOOD STANDING CERTIFICATE
- ☐ PROOF OF NONPROFIT STATUS AS BORROWER
- ☐ TITLE POLICY
- ☐ LETTER FROM TITLE COMPANY (IF USING A TITLE AGENT)
- ☐ EVIDENCE OF ZONING COMPLIANCE
- ☐ BUILDING PERMIT
- ☐ SURVEYOR'S REPORT
- ☐ SURVEYOR'S PLAT
- ☐ CONSTRUCTION MANAGER AGREEMENT
- ☐ PERFORMANCE AND PAYMENT BONDS; POWERS OF ATTORNEY; FAX FROM SURETY HOME OFFICE VALIDATING POWERS OF ATTORNEY
- ☐ OWNER ARCHITECT AGREEMENT
- ☐ EVIDENCE OF AVAILABLE UTILITY SERVICES
- ☐ CERTIFICATE OF NEED (IF REQUIRED)
- ☐ MORTGAGOR'S ATTORNEY'S OPINION
- ☐ MORTGAGEE'S ATTORNEY'S OPINION (IF BOND FINANCED)
- ☐ AFFIDAVITS FROM PROJECT ARCHITECTS INDICATING IMPROVEMENTS WILL BE WITH MORTGAGED PARCEL
- ☐ CONTRACTOR'S CERTIFICATION CONCERNING LABOR STANDARDS & PREVAILING WAGE REQUIREMENTS (IF REQUIRED)
- ☐ CERTIFICATE ON CONDITIONS OF HUD COMMITMENT
- ☐ FINANCING STATEMENTS
- ☐ SECURITY AGREEMENT
- ☐ REGULATORY AGREEMENT WITH RIDER
- ☐ MORTGAGE NOTE
- ☐ MORTGAGE (WITH RIDER RE CASH LOCK, IF REQUIRED)
- ☐ COLLATERAL SECURITY MORTGAGE (IF REQUIRED)
- ☐ BUILDING LOAN AGREEMENT
- ☐ MORTGAGEE'S CERTIFICATE W/ ATTACHMENTS
- ☐ MORTGAGOR'S CERTIFICATE
- ☐ MORTGAGOR'S & ARCHITECT'S CERTIFICATE OF PAYMENT
- ☐ ASSURANCE OF COMPLIANCE UNDER TITLE VI
- ☐ EQUAL EMPLOYMENT OPPORTUNITY CERTIFICATION
- ☐ MORTGAGE RESERVE FUND AGREEMENT
- ☐ MRF TRUST FUND AGREEMENT (NOTE, THIS SHOULD INCLUDE ITEM #31 AS PART OF THE AGREEMENT)
- ☐ EVIDENCE OF D&O INSURANCE
- ☐ EVIDENCE OF PROPERTY INSURANCE
- ☐ APPLICATION FOR INSURANCE ADVANCES (FORM 2403)
- ☐ HUD COMMITMENT AS AMENDED
- ☐ ASSIGNMENT OF COMMITMENT (IF REQUIRED)
- ☐ DES/HHS APPROVAL LETTERS
- ☐ CERTIFICATE OF NUMERICAL ACCURACY
- ☐ LIST OF LEASED & FINANCED PROPERTY
- ☐ CAPITALIZED INTEREST DRAW SCHEDULE
- ☐ EVIDENCE OF MIP, INSPECTION, & EXAM FEE PAYMENT
- ☐ BYRD CERTIFICATE- MORTGAGOR
- ☐ BYRD CERTIFICATE- MORTGAGEE
- ☐ HOSPITAL OPERATING CERTIFICATES
- ☐ CASH LOCK AGREEMENT (IF APPLICABLE)
- ☐ LEASE AMENDMENT (IF APPLICABLE)
- ☐ SUBORDINATION AGREEMENT (IF APPLICABLE)
- ☐ MORTGAGE RECORD CHANGE (IF SERVICER DIFFERENT FROM MORTGAGEE OF RECORD AT CLOSING)
- ☐ CERTIFICATE OF DASNY (IF IN NY)